



**Request for Proposals:  
Program Evaluation Services  
Burlington Lead Program**

**Issued: Tuesday, July 19, 2011**

**Proposals Due: Wednesday August 1, 2011**

*Proposals can be submitted to:*

**Brian Pine**

**Assistant Director for Housing**

**City of Burlington**

**Community & Economic Development Office**

**149 Church Street, Room 32**

**Burlington, VT 05401**

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## About Us

CEDO is a department of the City of Burlington that is funded almost exclusively through Federal and State grants, and through the Housing Trust Fund. We work with the community to: foster economic vitality; preserve and enhance neighborhoods, quality of life and the environment; and promote equity and opportunity for all residents of Burlington.

In support of its mission, CEDO works in partnership with citizens, the public and private sector, and other city departments to: strengthen the quality of life in Burlington's neighborhoods; preserve and develop decent, safe and affordable housing opportunities; maintain and improve the vitality of Downtown, the Pine Street area and neighborhood business districts; encourage a thriving small business sector; foster job growth and employment opportunities; increase civic engagement and citizen participation; support the delivery of human services; and revitalize Burlington's waterfront. Affordable housing is a core part of CEDO's mission, and the Burlington Lead Program (BLP) was created to ensure that Burlington's older housing stock is [Lead-Safe](#) and affordable for low-income families. More information is available at [www.cedoburlington.org](http://www.cedoburlington.org).

## Project Overview

This is a four-year federally funded lead poisoning prevention project, being conducted with funding from the U.S. Department of Housing & Urban Development Office of Healthy Homes and Lead Hazard Control.

BLP is dedicated to the prevention of childhood lead poisoning in the communities of Burlington and Winooski, Vermont by reducing lead-based paint hazards and increasing awareness about the dangers posed by lead. The program is well established, highly efficient and has a solid reputation for successfully protecting children from lead poisoning and controlling lead hazards. Beyond providing a full range of lead hazard control services, BLP makes home visits to educate residents and provide recommendations for keeping homes lead-safe. The program provides HEPA vacuums for residents; technical assistance for property owners; regular Essential Maintenance Practices (EMP) courses for property owners/managers, painters, contractors, realtors, and daycare providers to learn how to keep properties lead safe in accordance with Vermont's Lead Law and operates the 865-LEAD hotline.

## Request for Proposal (RFP) Overview

### Overall Goal

Conduct an independent project evaluation to recommend changes in program design that will position BLP to better serve the community in making older homes safe for low-income families. This evaluation is being done for the use and benefit of BLP. We plan to use the evaluation as an internal decision-making tool for tailoring the program design to maximize the benefit for low-income families in our service area.

## Scope of Work and Deliverables

▪ **Development of a detailed evaluation for the Burlington Lead Program. The evaluation should address:**

- Assess how BLP can improve the quantity and quality of Lead Abatement contractors.
- Evaluate education and outreach activities. Are there more effective activities that would reach the general public and motivate action and behavior changes?
- Evaluate marketing materials. Are there more effective materials that would reach the general public?
- Evaluate enrollment strategies.
- Evaluate relocation policies and procedures. What is the industry standard?
- Are there other industry standards that BLP is not meeting that we should strive to address?

▪ **Assess the relationship between BLP and the Vermont Department of Health (VDH):**

- Determine the current strengths and weaknesses in the BLP/VDH relationship;
- Provide best practices from across the nation in terms of partnerships between Lead and Healthy Housing Programs and State or local health departments;
- Provide recommendations for building a stronger BLP/VDH partnership.

▪ **Provide technical assistance to BLP in implementation of recommendations that result from the evaluation:**

- Review of existing policies and procedures to determine if program design requires changes to achieve greater effectiveness and efficiency;
- Review best practices in Healthy Housing programs and develop a plan for BLP to transition from Lead Program to a Lead & Healthy Housing Program.

## **Proposal Content**

- Vendor will provide the following:
- Scope of work
  - Description on organization capacity
  - Relevant organizational history
  - Approach to the project
  - Deliverables, schedule and budget

## **Proposal Evaluation**

Proposals will be evaluated using the following criteria:

- Experience on similar, federally-funded lead and healthy housing programs. The selected vendor will demonstrate past relevant success in developing quantitative and qualitative project evaluation for public policy work in the lead and healthy housing field.
- Strength of work plan. The selected vendor will submit a concise, articulated work plan that addresses the above scope and includes detailed activity descriptions.
- The selected vendor will possess outstanding credentials in lead and healthy housing program and policy evaluation.
- Reasonable and realistic cost and schedule projections.

- Previous experience with public sector strongly desired.

## **Proposed Project Timeline**

### **Proposal Process**

July 19, 2011 - RFP issued

August 1, 2011 – Proposals due by 4PM (EST). Must be submitted by email to address on cover page

August 3, 2011 – Vendor selection (no later than)